

CITY OF COVINGTON SPECIAL EVENT PERMIT APPLICATION

Any event (i.e. festival, concert, run/walk, art show, etc.) that uses, or will likely have a large impact on, public or City-owned property, such as streets or parks, requires a **Special Event Permit Application**. If you're the person or organization hosting or sponsoring an event you'll need to fill this out. This is information that we require in order to ensure that everything goes smoothly and safely.

RULES & PROCEDURES

A complete application, including all fees and attachments, must be submitted to the City Manager's Office **no less than thirty (30) days** from the event date. It is important that you complete this application fully and include any extra attachments that may be necessary. If not, approval of your application will be delayed or denied.

Once we receive your application, appropriate fees, and any attachments, City staff will review all the information and make a recommendation of approval or denial to the City Manager. We might also make some changes or give a cost estimate for the use of City equipment and/or services. The City Manager will then approve or deny the application within seven (7) days of the staff recommendations.

For the complete details on rules and processes, including standards for approval and denial or how to appeal a denial, please see Section 93.30, et seq. of the City of Covington Code of Ordinances.

FEES

Based on the size and type of event you're having, a fee is required when you submit your application:

Block Party Permit (\$25.00 fee): Neighborhood gatherings confined to a block or a portion of a street where no alcohol is allowed, served or consumed on public property; less than 200 people.

Low Impact Permit (\$25.00 fee): Events including, but not limited to, neighborhood picnics, social gatherings or meetings, small theatrical performances; no alcohol served; less than 1,000 people.

Medium Impact Event Permit (\$50.00 fee): Events including, but not limited to, dances, animal shows, rallies, flea markets; no alcohol served; 1,000 - 2,500 people.

High Impact Event Permit (\$75.00 fee): Events including, but not limited to, non-professional sporting events, circuses, carnivals with rides; no alcohol served; 2,500 - 5,000 people.

Special Impact Event Permit (\$100.00 fee): Events including, but not limited to, Maifest, Oktoberfest, Mardi Gras, rock concerts, professional sporting events, fireworks displays; any event where alcohol is sold, served or otherwise available; 5,000 plus attending.

Additional Fees: Events that require Police Department or Fire Department services, clean-up of the event area, or other City-provided services or equipment may incur additional costs that will be the responsibility of the applicant. If such costs are incurred, the applicant will be notified of the costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in **Section 1** will be billed for such services. Additional fees may also be required with any of the additional permits listed in **Section 6**.

Return Completed Applications To:

Office of the City Manager
20 West Pike St., 2nd Floor
Covington, KY 41011

For Questions Please Contact:

Monica Beavers
859.292.2133
mbeavers@covingtonky.gov

CITY OF COVINGTON

SPECIAL EVENT PERMIT APPLICATION

Section 1: Applicant Information

Name of Applicant: _____

Address: _____

E-Mail Address: _____ Website: _____

Phone: _____ Fax: _____

Event Contact Person (if different from Applicant): _____

E-Mail Address: _____ Phone: _____

Organization Type: ☐ Non-Profit ☐ For Profit ☐ Individual ☐ Other: _____

Section 2: Event Information

A. Event Activities

Impact Level: ☐ Block Party \$25 ☐ Low \$25 ☐ Medium \$50 ☐ High \$75 ☐ Special \$100

Name of Event: _____

Brief Description: _____

Date(s) of Event: _____

Hours of Event: _____ Hours with Setup & Breakdown: _____

Expected total attendance: _____ Prior year attendance (if applicable): _____

Activities to be Conducted:

☐ show/performance ☐ arts & crafts ☐ carnival rides ☐ music ☐ animals

☐ food & beverages ☐ games ☐ fundraising ☐ parade ☐ fireworks

☐ sporting event/competition ☐ walk/run

☐ other: _____

Is the event co-sponsored by the City? ☐ Yes ☐ No Is the event open to the public? ☐ Yes ☐ No

Alcohol Served? ☐ Yes ☐ No

Alcohol Sold? ☐ Yes ☐ No

B. Event Location

Site Map

Attach a site map clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, also include a detailed site plan indicating the location of tents, stages, portable rest rooms, booths, fencing, etc. Base maps can be found at linkgis.org/lghome/.

List all locations and areas that will be used or affected by the event.

1) Streets

Will these streets need to be closed? Yes ☐ No ☐

If yes, please list specific hours and locations of closures: _____

Will there need to be parking restrictions on these streets? Yes ☐ No ☐

If yes, please list specific hours and locations of restrictions: _____

Will sidewalks along these streets be blocked? Yes ☐ No ☐

2) Parks

Contact Recreation Dept. (292-2151) to check on the availability of parks and to acquire the proper permit.

3) City-owned Parking Lots and Garages

Will the lot(s) need to be closed or have parking restrictions? Yes ☐ No ☐

If yes, please list specific hours of closure/parking restrictions: _____

4) Private Property

Is the Applicant the owner of the above property? Yes ☐ No ☐

If no, please attach permission from the property owner.

Section 3: Notifications

Would you like your event to be advertised on the City's calendar of community events?

Yes ☐ No ☐ (If yes, please attach additional marketing material)

If street closures are requested the Applicant is responsible for giving written notification to any businesses and residents that will be affected by the closures. Please attach proof of such notification.

Temporary or soft closures in which closures are manned to allow for through traffic during the event are exempt from this requirement.

Section 4: Insurance

Applicants must provide a certificate of general liability insurance naming the City of Covington as an additional insured for the date(s) of the event. Liability limits are \$500,000 for low impact events and \$1,000,000 for medium, high, and special impact events.

Section 5: Additional Permits

If any of the items below will be present and/or conducted at your event you will need additional permits. Please attach copies of any applicable permits or approvals to this application.

- ☐ **Alcohol:** State and City ABC licenses are required in order to serve and/or sell alcoholic beverages.

The City temporary ABC license can be found at www.covingtonky.gov/forms-documents/view/temporary-abc-license-permit.

The State temporary ABC license can be found at abc.ky.gov/Pages/applications.aspx. Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.

- ☐ **Fireworks:** Fireworks require a separate "Application for Supervised Public Display of Fireworks" from the Kentucky Office of the State Fire Marshal which can be found at dhbc.ky.gov/sfm/Pages/Fireworks.aspx. Additional insurance is also required. For questions, contact the Covington Fire Dept. at 859-431-0462.
- ☐ **Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Northern Kentucky Health Dept. prior to opening. Additional information and applications can be found at nkyhealth.org/Services/Temporary-Food.aspx or by calling 859-363-2012.
- ☐ **Parades:** For a Parade Permit, contact the Traffic Division of the Covington Police Dept. at 859-292-2252.
- ☐ **Temporary Structures:** Kentucky Building Code requires inspection and permitting of all temporary structures larger than 100 sq. ft. (10' x 10'). This includes tents and stages. Contact Planning and Development Services of Kenton County at 859-957-2408 to obtain a permit and arrange for inspection.
- ☐ **Vendors:** Occupational licenses are required for the sale of goods in the City. The applicant should contact the Finance Dept. at 859-292-2183 to determine what type and how many occupational licenses are required.

Section 5: Terms & Conditions

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Covington, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Covington.

AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

DATE

Official Use Only

Event: _____

Date Received: _____

Payment Type: _____

Date Sent for Review: _____

Insurance Received: _____

Department Review: Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

PoliceApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____ Cost: \$ _____

FireApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____ Cost: \$ _____

DPIApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____ Cost: \$ _____

RecreationApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____ Cost: \$ _____

CommunicationsApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____ Cost: \$ _____

City ManagerApproved ☐ Approved with Conditions ☐ Denied ☐

Signature: _____ Date: _____